

The University of Memphis

Rudi E. Scheidt School of Music

Faculty Handbook 2014-2015

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ACADEMIC CALENDAR 2014 - 2015

Monday, August 18	First Day of Faculty Contract Period
Monday, August 25	First Day of Classes
Monday, September 1	Labor Day
Saturday October 11 – Tuesday, October 14	Fall Break
TBA	UG Advisement for Spring 2014
November 10	Registration opens for Spring 2014
Wednesday, November 26 – Sunday, November 30	Thanksgiving Holidays
Wednesday, December 3	Last Day of Classes
Thursday, December 4	Study Day
Friday, December 5 – Thursday, December 11	Exams
Sunday, December 14	Commencement
Tuesday, January 13	First Day for Faculty to Return
Monday, January 19	Martin Luther King, Jr. Holiday
Tuesday, January 20	First Day of Classes
Monday, March 9 – Sunday, March 15	Spring Break
Wednesday, April 29	Last Day of Classes
Thursday, April 30	Study Day
Friday, May 1 – Thursday, May 7	Exams
Saturday, May 9	Commencement
Thursday, May 14	Last Day of the Semester for Faculty

FACULTY DIRECTORY

Last Name	First Name	Office	Office Phone	E-mail
Afshar	Lily	MU 249	3788	lafshar
Altino	Leonardo	MU 285	3790	laltino
Altino	Soh-Hyun	MU 279	3797	shpark
Anthony	Dean	MU 241	3768	dmnthny1
Arendt	Marcin	MU 237	3731	marendt
Asuncion	Victor	MU 119A	5216	vasuncin
Baur	John	MU 121C	3762	jbaur
Blatchford	Elise	MU 223	4166	e.blatchford
Breslin	Cathal	MU 283	1447	cbreslin
Chiego	John	MU 201	3773	jchiego
Cline	Jeff	CFA 116	2348	jwcline
Cooper	Jack	MU G3C	2547	jcooper1
Edwards	Larry	MU 295	3767	edwards
Ensley	Mark	MU119D	3787	mensley
Evans	David	MU 247	3317	dhevans
Ferrill	Kyle	MU 239	2413	kferrill
Fisher	Ryan	MU 126B	3765	rfisher3
Frazer	Jonathan	CFA 109D	2185	jmfrazer
Goodwin	Tim	MU G3A	3069	tgoodwn
Hall	Armand	MU 126A	2293	avhall
Ince	Kamran	MU 235	4339	knince
Jiang	Pu-Qi	MU 243	3775	pjiang
Jones	Robyn	MU 229	3793	rljnes12
Kalantarian	Dan	CFA 116	4801	d.kal
Kreitner	Kenneth	MU 297	3785	kkreitnr
Mueller	John	MU 291	3780	jtmuellr
Nguyen	Albert	CFA 109C	4183	tnguyen6
Orosz	Jeremy	MU 284	3202	jorosz
Owen-Leinert	Susan	MU 205	4085	sownlnrt
Page	Janet	MU 299	1400	jpage2
Phillips	Daniel	MU 213	3781	dhphllps
Richmond	Kevin	MU 231	3784	kdrchmnd
Rippe	Allen	MU 287	3791	akrippe
Rushing	Randal	MU 123/MU209	3764	rrushing
Sanders	Kevin	MU 225	8822	kmsnders
Schranze	Lenny	MU 203	3796	lschranz
Shaffer	Frank	CFA 103	3559	fshaffer
Shiu	Timothy	MU 237	3731	tshiu
Spencer	David	MU 217	3779	dspencer
Vigneau	Michelle	MU 233	3018	mvigneau
Washington	Lecolion	MU 293	3771	lwshngt5
Wilson	Mary	MU 211	3777	mwilson19
Yonas	Ben	CFA 111D	2567	bgyonas

STAFF DIRECTORY

Last Name	First Name	Office	Office Phone	E-mail
Gordon	Joyce	MU 121B	3532	mjgordon
Hillman	Danielle	MU 129	3763	dlblank
Hines	Scott	MU 127	2557	slhines
Honnold	Danny	G5	3772	dhonnold
Morse	Carol	MU 121A	2279	cmorse
Mueller	Karen	MU 123	3764	kmueller
Rakestraw	Carol	CFA 116	2263	clrkstrw
Richardson	Marcie	MU 121	5400	mrchrds2
Sidhom	Vera	MU 125	2835	vsidhom
Yager	Kay	MU 125	3766	kayyager

MUSIC LIBRARY STAFF

Last Name	First Name	Office	Office Phone	E-mail
Lara	Pacho	MU 115	2330	flara
Neal	Anna	MU 115A	2330	abneal

COMMUNITY MUSIC SCHOOL DIRECTORY

Last Name	First Name	Office	Office Phone	E-mail
Bravver	Sofya	MU 207	1563	sofya.bravver@yahoo.com
Farris	Carolyn	MU 124	4244	cdfrrs1
Morris	Greg	SC Bldg 2	2808	gemorris
Sidhom	Samuel	MU 124B	4244	ssidhom

ADJUNCT FACULTY DIRECTORY

Last Name	First Name			E-mail
Apple	Nancy			NancyApple@aol.com
Armour	Libby			libby.armour@gmail.com
Assad	Mike			massad
Brewer	Roy			royviolin@yahoo.com
Clayton	Kurt			kcpro@comcast.net
Cobb	Joyce			JC7972@Earthlink.net
Powell	Nathan			nrpowell
Hanna	Logan			lhanna
Huddleston	Jeff			jlhddlst
Karcz	Michael			mkarcz
Kreitner	Mona			mkreitnr
Philipp	Karla			kphilipp / philippbass@aol.com
Restivo	Joe			jwrstivo
Shoup	Sam			srshoup

SCHOOL OF MUSIC ADVISORS

Graduate and Undergraduate

		Office	Phone	Email
Composition	Dr. John Baur	MU 121B	678-3762	jbaur
Composition	Dr. Kamran Ince	MU 235	678-4339	knince
Conducting				
Band	Dr. Albert Nguyen	CFA 116	678-4183	tnguyen6
Choral	Dr. Larry Edwards	MU 295	678-3767	edwards
Instrumental	Dr. Pu-Qi Jiang	MU 229	678-3775	pjiang
Jazz Studies				
Performance	Prof. Tim Goodwin	MU G-3-B	678-3069	tjgoodwn
Composition/Arranging	Dr. Jack Cooper	MU G-3-C	678-2547	jcooper1
Music Business				
	Prof. Ben Yonas	CFA 111D	678-2567	bgyonas
Music Education				
Instrumental, Last Name A-I	Prof. Armand Hall	CFA116	678-3203	avhall
Instrumental, Last Name J-Q	Dr. Albert Nguyen	CFA116	678-4183	tnguyen
Instrumental, Last Name R-Z	Prof. Dan Kalantarian	CFA109C	678-4801	d.kal
Vocal/Choral/Piano	Dr. Lawrence Edwards	MU 295	678-3767	edwards
Orff/Music Ed. Graduates	Dr. Ryan Fisher	MU 126	678-3765	rfisher3
Musicology				
Music History	Dr. Ken Kreitner	MU 297	678-3785	kkreitnr
	Dr. Janet Page	MU 299	678-1400	jpage2
Ethnomusicology	Dr. David Evans	MU 247	678-3317	dhevens
Performance				
Flute	Prof. Elise Blatchford	MU 223	678-4166	e.blatchford
Oboe	Dr. Michelle Vigneau	MU 233	678-3018	mvigneau

Clarinet	*Dr. Robyn Jones	MU 293	678-3793	rljnes12
Bassoon	Prof. Lecolion Washington	MU 291	678-3771	lwshngt5
Saxophone	Prof. Allen Rippe	MU 287	678-3791	akrippe
Trumpet	Dr. David Spencer	MU 217	678-3779	dspencer
Horn	*Prof. Daniel Phillips	MU 213	678-3781	dphllps
Trombone/Euphonium	Dr. John Mueller	MU 223	678-3780	jtmuellr
Tuba/Euphonium	Dr. Kevin Sanders	MU 225	678-8822	kmsnders
Voice	Dr. Kyle Ferrill	MU 239	678-2413	
	Dr. Randal Rushing	MU 284	678-3764	rrushing
	*Prof. Susan Owen-Leinert	MU 205	678-4082	sonlnrt
Piano	Dr. Cathal Breslin	MU 283	678-1447	cbreslin
	*Dr. Victor Asuncion	MU 119A	678-5216	vasuncin
Organ	Dr. Victor Asuncion	MU 119A	678-5216	vasuncin
Violin	Dr. Soh-Hyun Altino	MU 279	678-3797	shpark
Violin	Prof. Timothy Shiu	MU 237	678-3731	tshiu
Viola	Prof. Lenny Schranze	MU 203	678-3796	lschranz
Cello	*Prof. Leonardo Altino	MU 285	678-3790	laltino
Bass	Prof. John Chiego	MU 201	678-3773	jchiego
Guitar	*Dr. Lily Afshar	MU 249	678-3788	lafshar
Percussion	*Dr. Frank Shaffer	CFA 103	678-3559	fshaffer
Recording Technology	Prof. Jeff Cline	CFA 106	678-2348	jwcline
	Prof. Jon Frazer	CFA 111D	678-2815	jmfrazer
Associate Director for UG Studies	Prof. Kevin Richmond	MU 231	678-3784	kdrcbmnd

MUSIC MINORS

Contact the performance area advisors listed above

**STUDENTS TAKING APPLIED LESSONS WITH A GRADUATE ASSISTANT OR ADJUNCT
FACULTY CONTACT YOUR *AREA ADVISOR LISTED ABOVE**

Rudi E. Scheidt School of Music Fall Meeting Schedule—2014 All Meetings at 12:35 PM except where noted.

Revised 8/21/2014

Mondays

August 25

Classes Begin

September 1

Labor Day Holiday

September 8

Promotion and Tenure Subcommittee 103

Administrative Council [12:30-1:30 PM] 107

September 15

Keyboard and Strings Division 103

Vocal Arts Division 107

Woodwind, Brass & Percussion 109

Division, Dr. Nguyen and Dr. Cooper

September 22

Composition, Musicology, & Theory 103

Division

Music Education Division 107

Graduate Committee 109

Keyboard and Strings Faculty and Dr. TBD

Jiang

September 29

Woodwind, Brass & Percussion 113

Division Faculty, Dr. Nguyen

and Dr. Cooper

October 6

Full Faculty Meeting 113

October 11-14

Fall Break

October 20

Area Meetings: Composition & 107

Theory

Applied Voice 103

Woodwinds 109

Strings 113

October 27

Area Meetings: Musicology 103

Music Appreciation 107

Brass 109

November 3

Administrative Council [12:30- 107

1:30PM]

November 10

Division Heads Meeting 109

November 17

Community and Campus Relations 103

Committee

Graduate Committee 107

November 24

December 1

Full Faculty Meeting 113

Wednesdays

August 27

Full School of Music Convocation CFA Lobby & 137

September 3

Applied Faculty & Large Ensemble 113

Directors

September 10

Music Appreciation 107

Undergraduate Committee 103

Area Workshop: Brass Harris Hall

September 17

Recruitment Action Committee 103

P&T Workshop: faculty in first year, 107

midterm review year, or for P and/or

T in 15-16

September 24

Music Industry Division 107

Conducting & Large Ensembles 103

Division Harris Hall

Area Workshops: Piano 006

Woodwinds

Vocal Arts Division Faculty

TBD

October 1

Area Workshops: Voice Harris Hall

Strings 006

Jazz CFA 137

October 8

School of Music Workshop* Harris Hall

October 15

Administrative Council [12:30-1:30 107

PM]

October 22

Area Workshops: Brass 006

Piano Harris Hall

Woodwinds 008

October 29

Area Workshops: Voice 006

Strings Harris Hall

Jazz CFA 137

November 5

School of Music Workshop* Harris Hall

November 12 (Opera on Stage)

Area Workshops: Brass 006

Piano 008

November 19 (Opera on Stage)

Area Workshops: Voice 008

Strings 006

Jazz CFA 137

November 26

[November 27 is Thanksgiving Day] Harris Hall

December 3

Holiday Program Harris Hall

Thursday, December 4 Study Day

2015-2016 Calendar Planning Session 9:00AM-Noon
(Attendees for this meeting are listed in the Faculty Handbook)
Exams December 5-11
Commencement TBA

***Frank Shaffer will serve as the School of Music Workshop Coordinator Audition Days for 2014-15: December 6, February 7, February 12 (Cannon Center), February 21, February 28, March 7 (snow date – unpublished) and August 17 (unpublished). Registration opens for Spring 2015—November 10**

Rudi E. Scheidt School of Music Administration

Director

Randal Rushing

Associate and Assistant Directors

Ken Kreitner, Assistant Director for Graduate Curriculum & Advising

Kevin Sanders, Assistant Director for Student Services

Kevin Richmond, Associate Director for Undergraduate Studies

Lenny Schranze, Assistant Director for Graduate Admissions & Assistantships

Staff

Joyce Gordon, Academic Programs Coordinator

Danielle Hillman, Business Officer

Scott Hines, Facilities and Performance Manager

Danny Honnold, Piano Technician

Carol Morse, Marketing and Communications Manager

Karen Mueller, Office Associate—Main Office

Carol Rakestraw, CFA Bldg (Band and Music Industry)

Marcie Richardson, Scheduling Coordinator

Samuel Sidhom, Director Community Music School

Vera Sidhom, Admissions

Kay Yager, Coordinator of Admissions

Division Heads

Lenny Schranze, Keyboard and Strings

Jeff Cline, Music Industry

Larry Edwards, Conducting and Large Ensembles

Frank Shaffer, Woodwinds, Brass, and Percussion

Janet Page, Composition, Musicology, and Theory

Ryan Fisher, Music Education

Susan Owen-Leinert, Vocal Arts

Area Coordinators

Lily Afshar, Strings

Victor Asuncion, Collaborative Piano

John Baur, Composition and Graduate Theory

Ben Yonas, Music Business

Kevin Richmond, Class Piano

John Chiego, General Studies in Music

Jeff Cline, Recording Technology

Jack Cooper, Jazz Studies

Larry Edwards, Choral and Choral Music Education

Mark Ensley, Opera and Vocal Coaching

Jeremy Orosz, Aural Theory

Armand Hall, Instrumental Music Education

Pu-Qi Jiang, Orchestras

Kenneth Kreitner, Musicology

Susan Owen-Leinert, Applied Voice

Dan Phillips, Brass

Frank Shaffer, Percussion

Robyn Jones, Woodwinds

Albert Nguyen, Bands

Administrative Council

Randal Rushing, Director
Ken Kreitner, Assistant Director for Graduate
Curriculum & Advising
Kevin Sanders, Assistant Director for Student Services
Kevin Richmond, Associate Director for Undergraduate Studies
Lenny Schranze, Assistant Director for Graduate
Admissions & Assistantships

Division Heads

Lenny Schranze, Keyboard and Strings
Jeff Cline, Music Industry
Larry Edwards, Conducting and Large Ensembles
Frank Shaffer, Woodwinds, Brass, and Percussion
Janet Page, Composition, Musicology, and Theory
Ryan Fisher, Music Education
Susan Owen-Leinert, Vocal Arts
Danielle Hillman, Business Officer
Kay Yager, Coordinator of Admissions

Rudi E. Scheidt School of Music Area Assignments

To improve communication throughout the School of Music, please plan to attend Division and Area meetings in your primary and secondary assignment areas.

Applied Music Keyboard & Strings Lenny Schranze Division Head	Vocal Arts Susan Owen-Leinert Division Head	Woodwinds, Brass & Percussion Frank Shaffer Division Head	Composition, Musicology & Theory Janet Page Division Head	Conducting and Large Ens. Larry Edwards Division Head	Music Education Ryan Fisher Division Head	Music Industry Jeff Cline Division Head
Primary Assignment: L. Afshar L. Altino S. Altino Arendt Asuncion Breslin Richmond Chiego Schranze Shiu	Primary Assignment: Owen-Leinert Ferrill Wilson Secondary Assignment: Anthony Edwards Ensley Adjunct:	Primary Assignment: Blatchford Jones, R Mueller Phillips Rippe Sanders Shaffer Spencer Vigneau Washington Secondary Assignment: Cooper Hall Kalantarian Nguyen Adjunct: Murray Karcz	Primary Assignment: Baur Evans Ince Kreitner Orosz Page Secondary Assignment: Cooper Hines Phillips Sanders Vigneau Washington (MUS, MUTC) Adjunct: M. Kreitner	Primary Assignment: Anthony Cooper Edwards Ensley Goodwin Jiang Nguyen Secondary Assignment: Hall Kalantarian Adjunct: Cobb Stephens	Primary Assignment: Fisher Secondary Assignment: Edwards Jiang Hall Kalantarian Nguyen Adjunct: Murdock	Primary Assignment: Cline Frazer Yonas Secondary Assignment: Evans Adjunct: N. Apple
Secondary Assignment: Jiang						
Adjunct: Polesky Shaffer						

Job Descriptions

Associate Director for Undergraduate Studies-Kevin Richmond

- Chair the elected Undergraduate Curriculum Committee including the completion of paperwork as needed for Undergraduate Curriculum Changes
- Chair the assigned Undergraduate Advisory Committee
- Organize and operate effective concert credit record-keeping system
- Evaluate all graduation paperwork for undergraduate students in terms of concert credit before Director signature
- Serve as the general undergraduate advising supervisor
- Coordinate production of accurate Undergraduate Handbook and Advising Sheets
- Serve as Coordinator of Music in General Studies courses
- Serve in a supervisory capacity for course scheduling issues
- Evaluate recital requirement compliance for graduation. Ensure that Artist Recital papers have been completed.
- Work new student orientations
- Recruiting and audition activity as determined with Admissions Coordinator

Assistant Director for Graduate Admissions and Assistantships-Lenny Schranze

- Work with Academic Programs Coordinator to develop a systematic and regular response to graduate applicants.
- Check online Matrix system and work with Academic Programs Coordinator to accept or decline graduate student applications for study in the School of Music on an ongoing basis.
- Communicate with faculty in September, October, and November about recruiting in their areas.
- Work with Admissions Coordinator, and subsequently the faculty, to recruit highly qualified students to the graduate program.
- Co-Chair the Graduate Admissions Committee; schedule additional meetings as needed.
- Initiate graduate assistant evaluations in November, followed by immediate communication with students.
- Talk with individual faculty members about funding that is available in their area in November and December.
- Notify graduate assistant applicants of the status of their application no later than March 1.
- Work with the faculty, Academic Programs Coordinator, and the Director to award graduate assistantships by April 1.
- Work with Director, faculty, and Division Management Team to assign graduate assistantship duties—final assignments to be completed no later than July 1. Changes to assignments will be made no later than the Friday before classes begin in fall and spring.

Assistant Director for Graduate Curriculum and Advising-Ken Kreitner

- Administer all matters pertaining to the graduate curriculum: running the curricular portion of faculty meetings; maintaining and updating the Graduate Handbook and advising sheets.
- Serve, along with an elected faculty representative, as the departmental delegate to the CCFA graduate council and to consult with the graduate school as necessary.
- Act as a sort of Über-advisor, working with graduate students and their assigned advisors to ensure that all goes smoothly and according to the structures set up by the school, college, graduate school, and university.
- Co-Chair the Graduate Admissions Committee; schedule additional meetings as needed.
- Coordinate doctoral committee assignments in consultation with the student and major teacher.
- Sign off as departmental representative on paperwork for graduate degrees, and to ensure that such paperwork is accurate and complete.

Assistant Director for Student Services-Kevin Sanders

- Chair and provide leadership for the Awards Committee
- Manage all budget-based scholarships in cooperation with the Business Officer
- Work student orientation session in summer as determined

Academic Programs Coordinator-Joyce Gordon

- Serve as the resource to faculty, students, and staff regarding Graduate Information, Admissions, Assistantships, and Comprehensive Exams
- Maintain Graduate Student Records
- Serve as the main Banner resource for the School particularly with regard to faculty information and course scheduling.
- Produce programs for student, faculty and guest artist recitals
- Assist with the annual HEADS report for NASM
- Assist incoming undergraduate music students with permits

Admissions Coordinator-Kay Yager

- Organize and guide recruiting efforts of undergraduate and graduate students that help the School meet its goals of quality and quantity.
- Plan and execute a Contact Series of mailings, emails and phone calls to increase undergraduate visits, auditions, and enrollment.
- Work with Marketing and Communications Manager to produce accurate and informative recruitment materials and admissions forms for undergraduates and graduates.
- Work with Marketing and Communications Manager to present an annual budget to the School of Music Director in a timely manner.
- Prepare, conduct, and do follow-ups for six Audition Days and private auditions.
- Oversee data entry for undergraduate student files and reports.
- Coordinate Rudi E. Scheidt School of Music Visits and Campus Tours for faculty with university personnel.
- Perform random audits of the Community Music School to ensure compliance with University guidelines.
- Organize fourteen days of New Student Orientations for undergraduate majors and minors and serves as contact person for music faculty, university personnel and new incoming freshmen and transfer students.
- Provide appropriate advisement materials and promotes consistent academic advisement appointments between current students and music advisors.
- Serve as admissions contact for university offices of Admissions, Student Enrollment, Recruitment and Orientation Services, Scholarships and International Students to recruit and enroll highly talented and academically superior students for the University of Memphis Rudi E. Scheidt School of Music.
- Work actively with faculty to increase the number of undergraduate and graduate Prospective students.
- Produce, use and maintain mailing lists/databases of prospective students, music teachers and guidance counselors for recruitment purposes.
- Organize and encourage Rudi E. Scheidt School of Music Ambassadors to enhance the image and reputation of the School by participating in various recruitment and development programs.

Business Officer-Danielle Hillman

- Organize, manage and/or oversee all budgets of the School of Music.
- Monitor accounts and prepare quarterly budget status reports for the Director.
- Assist Financial Managers of area budgets with Banner Finance issues.
- School of Music liaison to Accounting, Financial Planning, Purchasing, Bursar, and Financial Aid
- Serve as Administrator for all School of Music Purchasing Cards.
- Assist faculty with travel purchase orders and travel claims.
- Assist in preparing the School of Music budget for guest artists, festivals and specific areas.
- Coordinate all personnel procedures, including new faculty searches, part-time instruction and new employees.
- Maintain scholarship records and monitor student compliance with requirements.
- Represent the School of Music on the University's Scholarship Committee.
- Compile and analyze data as needed by the College, the University, and NASM.
- Monitor School of Music compliance with TBR and University policies and procedures.
- Assist School of Music faculty and staff with Banner timesheets and leave reports
- Assist with School of Music school-wide grant proposals.

Marketing and Communications Manager-Carol Morse

- Annually develop and implement a comprehensive plan for marketing all aspects of the School to appropriate audiences within the following areas: Recruitment, Performance, Development, and Image.
- Annually develop and submit for approval a budget that itemizes planned expenses related to the marketing plan. Record expenses and monitor the budget throughout the year and notify the Director of any significant changes, overages or additions.
- Be responsible for development of all marketing materials and implementation of all public relations efforts on behalf of the School. This includes those indicated on the plan and additional requests from faculty and staff (assuming funds are available.) This will include: Advertisements, Brochures, Posters, Web site, Concert schedules, Postcards, Signage, Premiums, Newsletters, Press releases, Collaborative promotions with groups associated with the School.
- Secure and supervise budgeted resources to produce these materials including: Student workers, Graduate assistants, Printers, Advertising agencies, Free-lance artists
- Organize and prioritize all projects and requests. Seek new ways to promote the school and advance its mission and goals.

Facilities and Performance Manager-Scott Hines

- Oversee Front-of-House and Back-of-House operations for performances
- Oversee ticket and box office operations for School of Music performances
- Oversee performance recording and archiving
- Management, inventory, and checkout of School of Music instruments, locker/storage, audio visual equipment, electronics, building keys
- Work with Parking, Security, and Food Services as needed
- Work with Physical Plant / Housekeeping / Maintenance as needed
- Work with Telecommunications / Networking Services as needed
- Manage and communicate work orders / maintenance requests for music facilities
- Technical support for School of Music events as needed
- Communication with External Users
- Additional Responsibility: Serve as Opera Production Manager

Office Associate/CFA Building-Carol Rakestraw

- Maintain an organized and efficient Music Industry Division and Band Office.
- Assist the faculty with the development of programs and activities for the students.
- Meet faculty, community, students and staff with a positive attitude that sets a tone of professionalism for the entire School.
- Prepare all programs for the Band and Choir.

Office Associate/Main Office-Karen Mueller

- Serve as first contact for main office
- Perform duties of Secretary/Receptionist for the Main Office
- Responsible for securing and maintaining Copy Room and Copiers
- Assign Copy Codes for Faculty Staff and appropriate GA's
- Responsible for ordering supplies for faculty and staff of the School
- Responsible for Monthly Report of Copier counts for various divisions within the School
- Supervise and assign hours & duties to student workers
- Keep Director's calendar
- Maintain and report concert credit attendance records for students
- Assist Marketing & Communications Director as needed
- Assist Academic Programs office and Admissions Office as needed
- Verify Deposits Daily for the Community Music School
- Assist CMS as needed
- Assist and direct the public
- Assist faculty and students
- Prepare outgoing mail each day for pickup
- Sort and distribute daily mail
- Maintain records of office activities, i.e. shipments, maintenance requests, leave requests, etc. for the School
- Duplicating as needed for main office
- Fill out online work orders for service of office operations, i.e. IT Services, Telecom Services, etc.
- Maintain a professional office atmosphere at all times

Piano Technician-Danny Honnold

- Tune and maintain all upright and grand pianos and harpsichords in the School of Music; restore and refurbish pianos as needed.
- Meet with Faculty and Students regarding piano and harpsichord needs.
- Provide piano service for visiting artists and groups.
- Develop a scheduling system to maintain all concert hall, practice room, classroom and teaching studio pianos.
- Develop and maintain an up-to-date piano inventory report
- Develop a yearly budget to maintain 116 pianos and 4 harpsichords
- Commit to the highest quality work possible with the guidelines of a budget
- Advise administration on new purchase and replacement of pianos.
- Work with piano manufacturers regarding purchase and piano loan programs

Director, Community Music School-Samuel Sidhom

- Develop a long-range growth plan in collaboration with the School of Music Director.
- Establish standards for CMS activities.
- Maintain active membership and involvement with the National Guild of Community Schools of the Arts (NGCSA).
- Maintain a spirit of encouragement among the CMS family.
- Guide and oversee the yearly planning process with the assistance of CMS Area Coordinators.
- Draft and manage the budget for CMS in cooperation with the School of Music Director and Business Officer.
- Oversee CMS Faculty and Staff.
- Oversee development of new courses and programs.
- Work with CMS faculty, staff and parents to create a healthy learning environment for the student.
- Schedule and assign classrooms; submit room reservations to Facilities and Performance Manager.
- Prepare faculty and staff monthly contracts and extra compensation.
- Oversee “Sounds of Summer” programs.\
- Plan workshops, seminars and conferences to benefit CMS teachers, parents and students, as well as members of the community.
- Identify, encourage and integrate students’ musical gifts into performances and special event concerts.
- Develop and maintain CMS database using FileMaker Pro.
- Conduct parent information sessions.
- Frequently revise and update CMS Faculty Handbook.
- Prepare informative brochures and distribute to current and prospective students.
- Assume planning responsibility for at least one community outreach event each month.
- Plan and develop the annual CMS festival.
- Conduct CMS coordinator meetings (monthly), CMS teacher meetings (once per semester) and CMS advisory council meetings (as needed).
- Be available for parent/teacher conferences.

Faculty Committees

Undergraduate Committee

The committee combines the purpose of the UG Advisory and Curriculum Committees. It will be composed of one faculty representative from each division. The Associate Director for Undergraduate studies will serve in an advisory capacity on this committee.

- *Preview & approve all undergraduate curriculum matters before submitted for a faculty vote.
- *Review & make recommendations regarding the quality of the undergraduate experience in the SOM.

Graduate Committee

The committee will be composed of one faculty representative from each division. The Assistant Director for Graduate Studies and Assistant Director for Graduate Admissions & Assistantships will serve in an advisory capacity on this committee.

- *Preview & approve all graduate curriculum matters before submitted for a faculty vote.
- *Review & make recommendations regarding the quality of the graduate experience in the SOM.
- *Makes joint recommendations on graduate assistantship assignments.

Community Relations

Organize local and regional efforts to establish positive relationships and strategies for maximum impact on public and private school band, choir, and orchestra programs. Create new initiatives or monitor old ones that will help us build strong, positive pathways into the campus and community. This committee will also coordinate the annual Holiday Concert and will examine how we interact with school systems, other arts organizations (MSO, IRIS, CI,) etc.

Awards Committee

The committee will be composed of one faculty representative from each division. The Assistant Director for Student Services serves in an advisory capacity on this committee.

- *Solicit recommendations for existing endowed awards and coordinate the process with Areas
- *Review student applications for endowed awards and nominate winners.
- *Produce the awards ceremony at the end of the spring semester

Recruitment Action Committee

This committee will include the SOM Admissions Coordinator in addition to faculty from Keyboard & Strings, Vocal Arts, WW/Brass & Percussion, Music Education, and Conducting/Large Ensembles.

- *Discuss strategies and actions the SOM can take to further its local, regional, and national presence to recruit the highest quality students to the SOM.
- *Topics include SOM marketing, Audition Days, etc.
- *Strategic planning to fill studios and ensembles.
- *Review recruitment ads and material and liaison with SOM Communications and Marketing Coordinator.

School of Music Guest Artist Committee

The School of Music Guest Artist Committee will collect and organize requests for use of guest artist funds and make recommendations to the Director regarding request format and priority determination policies. The committee will be composed the division heads. The committee will elect its own chair.

College of Communication and Fine Arts Curriculum Committee

The College Curriculum Committee previews and approves all curriculum matters submitted from units within the College. The individual selected for membership on the College Curriculum Committee serves as the School's representative for College Undergraduate Curriculum decisions. The individual selected is from the full faculty in the School of Music and serves a two-year term. The individual selected will also serve as a member of the School of Music Undergraduate Curriculum Committee—if not already a member, it will add an additional person to that committee.

College of Communication and Fine Arts Graduate Council

The College Graduate Council previews and approves all graduate curriculum matters submitted from units within the College. The individual selected for membership on the College Curriculum Committee serves as the School's representative for College Graduate Curriculum and policy decisions. The individual selected is from the full faculty in the School of Music and serves a two-year term as the Assistant Director for Graduate Curriculum and Advising.

College of Communication and Fine Arts Promotion and Tenure Committee

The individual selected for membership on the College Promotion and Tenure Committee serves as the School's representative for College promotion and tenure decisions. Eligible candidates are all full and associate tenured professors. All tenure-track faculty members elect members of this committee.

University Council

The University Council is a faculty committee composed of members from each College. The committee handles matters related to graduate programs and makes recommendations to the Provost regarding policies and procedures that impact graduate studies and research. The Council reviews curriculum, changes in degree programs, approves new program proposals, etc. Karen Weddle-West chairs the Council. The College representative is elected on a ballot that includes nominees from each unit in the College. The by-laws prevent the College from having both representatives from the same unit. The person we nominate must be a graduate faculty member (Associate or Full) and should be available for the meetings on the first Friday of each month from 2-4 p.m.

POLICIES AND PROCEDURES

MUSIC BUILDING

Music Building Hours:

Monday – Saturday 7:00 AM – 11:00 PM
 Sunday Noon – 11:00 PM

Music Office and Business Hours:

Monday – Friday 8:00AM – 4:30PM

These hours are subject to change for holidays and special events.

Unauthorized Use of University Facilities

Faculty, staff and students shall not use office space, laboratory facilities, studios, university equipment and/or any other University properties or facilities for personal purposes such as private lessons, instructions, business or profit-making ventures whether or not the faculty/staff receives income in connection with said use unless the University is compensated the schedule rate of fee for said use and the use is approved in accordance herewith.

Room Reservations

Spaces for all activities other than regular University class meetings should be reserved through the Scheduling Coordinator (MU 121, x5400). This includes requests for Harris Concert Hall, any classrooms, auditoriums or other spaces on campus for rehearsals, performances, and other special events as needed. Please use the “Scheduling Request” form found under Faculty Resources quick link on the School of Music website (music.memphis.edu) and fill in all requested information. Note: This form should also be used to schedule or to report the scheduling of off campus events and performances so that they may be included in the University Events Calendar and these should include the street address of the off campus venue. Requests should be made as early as possible and those sent within 48 hours of a proposed event may not be received in time to be fulfilled. In order to determine if a space is available at your desired time and date, you may log into the Virtual EMS system (vems.memphis.edu) and browse events as a guideline, or contact the Scheduling Coordinator to research availability prior to submitting the request. Please note: The VEMS Events Calendar may not reflect all potential conflicts but will provide some useful information to guide your selection. **While e-mails can be sent to inquire on space availability, the space(s) will not be reserved until the on line Schedule Request form described above has been received and processed by the Scheduling Coordinator.** If your request can be fulfilled, you will receive an e-mail confirmation that the reservation has been successfully completed. If you request a space not under the direct control of the School of Music, the Scheduling Coordinator will make the appropriate arrangements with the necessary scheduler or department using the information provided on the Schedule Request Form. You will be contacted if additional information is needed in those special cases. **Please note: All student recitals are to be scheduled by the student performer and not by their applied faculty member on their behalf.** Please see the Student Handbooks for more information concerning student recital s. All scheduling issues, including room assignments, for University classes should be directed to the Academic Programs Coordinator for resolution with the Registrar’s Office.

CONCERTS AND EVENTS

Concerts and Events Calendars

The School of Music publishes two concert calendars each year, used for the advertisement of our performances and for recruitment. The development of these calendars is a collaborative effort with every aspect of the School of Music. **Listed in the Forms section of this handbook is a layout of the calendar assembly.** Please note dates within areas of your responsibility and communicate this information in a prompt manner to assist with scheduling and publicity of your events. The Marketing and Communications Manager is responsible for the printing and assembly of the calendar.

Programs, Posters, and Public Relations

The Academic Programs Coordinator produces programs for all School of Music recitals and concerts, with the exception of Band and Choir, which the Office Associate for the CFA Building produces. Please see the staff responsibility information in this Handbook for specific information. **In order to allow adequate time for production and proofing, you must submit program information at least two weeks before the event.** You must submit program notes in Microsoft Word via e-mail to the Academic Programs Coordinator. The Marketing Department produces posters for all concerts and events (except student recitals). Please submit at least one month before the event a list of composers and works, so the Marketing Department can use this information to produce posters and public service announcements. For more complete advertising and public relations exposure, more information (previous reviews, media kits, articles, and photographs) is required from the faculty sponsor for an event. As soon as any of these items are available, please forward them to the Marketing and Communications Manager. Students are responsible for their own recital posters, which they may post on appropriate bulletin boards in the School. Give copies for the lobby showcase to the Admissions Coordinator. The School does not permit posters on walls, windows, or doors. If given permission by the office occupant, postings on area bulletin boards are permissible. The Facilities and Performance Manager will remove all posters taped on doors, walls, or windows. If you or your students need assistance with posting information, please come by Room 123.

Concert Tickets

All University of Memphis faculty and staff receive two complimentary tickets to any School of Music performance with an admission. Tickets for these performances are available from the Box Office. One complimentary ticket is available to student performers involved in large ensembles. Admission prices follow one of two structures: \$10 / 7 and \$8 / 5. The first of the listed prices is for the public; the second of the listed prices is for senior citizens and non-University of Memphis students. University of Memphis students with a current student ID receive free admission. These policies may not apply to fund-raising events or to performances at venues other than those on the University of Memphis campus.

PIANO, HARPSICHORD AND ORGAN

Pianos for Recitals

1. Fill out the Event Information Form and designate Steinway or Yamaha. In the tuning request box, please indicate rehearsal dates and times. Tuning for recital date and time is automatic.
2. If you intend to use any prepared piano, which includes anything other than playing the keys with human hands, please submit this in writing to the Piano Technician 10 working days prior to your first rehearsal.
3. If you need the Piano Technician to attend the actual recital or event, please submit this request at least 10 working days prior to the performance.
4. If more than one piano is required, please make sure to indicate this on the Event Information form.

Pianos for other use (Harris Only)

Contact the Piano Technician by phone (3772), email (dhonnold@memphis.edu) or online form of your need for a piano 10 working days before your first event. This applies to ALL events with the exception of term scheduled weekly classes.

Harpsichords for Recitals

1. Please contact Mary Carter (mccarter@memphis.edu) for availability of a harpsichord 15 days prior to your first rehearsal.
2. Contact the Piano Technician 10 working days prior to your first rehearsal with dates and times that you require the instrument.
3. Make certain to notify Marcie Richardson of harpsichord use.

Piano and Harpsichord Studios, Classrooms and Practice Rooms

Please contact the Piano Technician by phone (3772), or email (dhonnold@memphis.edu) or use the online form for all service requests. If making a request for a studio, please include at least two available times that your studio will be free for 2 hours. The Piano Technician will follow up with a date and time.

Organ Usage

Use of the organ in Harris Concert Hall must be carefully coordinated with the Facilities and Performance Manager. Access to the organ requires removing the acoustical shell, and this affects rehearsals and performances days before and after the event for which you require it.

FINANCIAL MATTERS

Employing Others

Other than full-time School of Music faculty and staff, ANYONE paid by the University for working in the School of music must go through the Business Officer BEFORE any work can be done. This includes independent contractors, guest artists, student workers, graduate assistants from other departments, School of Music graduate assistants working beyond their twenty-hour assignments, faculty and staff from other departments, and temporary employees. The person's relationship to the University will determine if they are eligible to work for the School of Music and how the School will pay them. Some relationships require several approvals BEFORE work begins. In order to avoid any problems and to ensure the University pays people in a timely manner, please discuss any employment situation with the Business Officer well in advance (preferably at least 30 days when possible).

International Guest Artists

If a guest artist (or anyone who will be paid as an independent contractor) is not a U.S. citizen, the University is required to withhold 30% of any fee or honorarium for tax purposes unless there is a tax treaty between the U.S. and the guest's country AND the guest has a U.S. social security number or tax identification number. Depending on the circumstances, there may be other options, so discuss payments to international guests with the Business Officer **before** making final arrangements with the guest.

International guests who will ultimately receive a check from the University are required to complete the Payment to Individual or Contractor form in its entirety, including the section "Contractor Information" which includes information about the individual's passport, country of citizenship, etc., and a list of all entry and exit dates, immigration status/Visa type, and primary purpose of visit on a separate sheet of paper. Each visit must be listed. Additionally, the Business Officer must receive a copy of their visa, and a copy of the passport (photo page as well as ALL U.S. entry and exit stamps).

Fundraising

All fundraising and development efforts must be coordinated through the Senior Director of Development CCFA. The Director of the School will work with the Dean and the Director of Development to coordinate efforts with the University's Development Office. Please do not approach any current or prospective donors on your own. If you receive an inquiry about how to support/donate, thank the person and let them know that you will contact the Director of Development to follow up with them about their interest.

Expenditures

If you do not have a specific budget under your area of responsibility and you need to make small purchases (under \$50) in order to perform your job, you may make the purchase and turn in a receipt to the Business Officer for reimbursement. For larger purchases or if your area would like to request additional funding beyond its budget allocation for a specific purpose, please fill out a Special Funding Request form available on the Faculty Resources section of the School of Music website. An example of this form is in the Forms section of this handbook. Please use this form for all non-travel expenditure requests, including new instruments or equipment, repairs to current University equipment (over \$250), instructional supplies (over \$50), student ensemble travel, off-campus performance venues and meals. Unless paid from a specific budget that has already received approval, all reimbursements require approval in advance for meals for guest artists or other guests of the School of Music. Please submit the form to the Business Officer, who will obtain the necessary approvals and let you know if the expense is approved, not

approved, or pending. Submit requests for large expenses (such as student ensemble travel or expensive equipment) as far in advance as possible, since these requests may require fundraising efforts by the Director of Development.

If you can make an approved purchase by phone or via the internet, see the Business Officer to see if the School can charge it directly to a University account or purchasing card. If you make the purchase yourself, take your receipt(s) to the Business Officer for reimbursement. University policy prohibits the reimbursement of sales tax on most items. Whenever possible, discuss such purchases with the Business Officer in advance; a Certificate of Exemption (tax exempt form) may be provided to you.

Purchasing Cards

The University of Memphis Purchasing Card (P-card) Program has been established to provide University employees with a convenient means to make legitimate business purchases and, at the same time, reduce the costs associated with initiating and paying for those purchases. Individual employees in the School with bona fide business needs for a p-card may discuss their business purpose with the Director.

Employees who have been approved for a University issued P-card must adhere to all University guidelines and procedures as documented on the Procurement and Contract Services website at <http://bf.memphis.edu/procurement/purchasingcard/>. Additional School of Music procedures are listed below.

- P-card statements and all applicable receipts must be submitted to the Card Administrator (the Business Officer) no later than the second (2nd) business day of the month.
- All purchases shall have a clear explanation for the business purpose documented, either on the monthly statement or on the individual receipts.

Meal Reimbursement

The Director must approve reimbursement for meals (excluding travel meals) in advance. In order to be reimbursed, the request must have an original *itemized* receipt or invoice and the expenditure must conform to University policies (e.g., the amount expended should be reasonable and cannot include the purchase of alcoholic beverages). See the above section on Expenditures for the process of obtaining advance approval for meal reimbursement.

Travel

The University's Travel Policy is available at <http://umwa.memphis.edu/umpolicies/UM1309.htm>. It contains links to most of the travel-related forms, the official mileage between cities chart, per diem meal rates, and allowable hotel rates.


A travel Purchase Order (PO) number is required BEFORE the start of any travel that will be reimbursed with University funds (including grants and funds in the UofM Foundation). The Business Officer generates this number on the University's Banner Finance system. Each faculty member receives \$500 per year for professional development travel, which includes travel to conferences or performances. Additional funds **may** be available in the form of Poet's Tax allocation (matching funds up to \$500) or from additional funds designated by the Director depending on budget availability and the nature of the travel.

To request travel funding from the School of Music, fill out a Request for Travel Funds form (electronic form available on the Faculty Resources section of the school of Music website). The information will be submitted electronically to the Business Officer who will then generate a travel PO number for you. For budgeting purposes and so that the School can request matching



Poet's Tax funds from the College, travel requests made by August 31 will receive priority consideration.

Absence Request



If you will be away from campus during your contract period, the Dean's Office requires advance notice of your absence as well as your plans for making up the missed time. Complete the Absence Form (available on the Faculty Resources section of the School of Music website) as soon as you are aware of any time that you will be away. This is required for **any** absences; not just those for which you are requesting reimbursement.

International Travel (including Hawaii and Alaska)

Requests for International Travel (including travel to Hawaii and Alaska) require Presidential approval via the University's Banner Finance form. The Provost reviews all International Travel requests, specifically looking at the cost of the trip. Effective July 1, 2014, all travel requests must include a breakdown of all expected expenses (i.e., airfare, lodging, registration, and food). Any item not listed with an estimate will not be reimbursed.

Travel Reimbursement


ALL requests for travel reimbursements **must** include a **letter of invitation, a conference brochure, or BOTH**. Travel claims that do not have one of these supporting documents **will not** be approved. Travel claims are due in the Accounting Office no later than 30 days after the end of a trip. In order to allow processing time in the School of Music, please submit claims to the Business Officer within ten (10) days of your return. Please schedule a meeting (15-20 minutes is usually all that is required) with the Business Officer to submit your receipts and have the travel reimbursement paperwork completed. Reimbursement can only be made in accordance with University policies and procedures; including limits on hotel and per diem rates (CONUS rates apply except within Tennessee; for in-state travel, see the Travel Rate Schedule).

Hotels: All travel claims require an itemized hotel bill showing it paid in full.

Reimbursement for conference hotels are at the conference rate if accompanied by a conference brochure or registration form showing hotel rates. If a conference brochure or registration form showing the conference rate is not submitted with the receipts, the maximum amount reimbursable will be the CONUS rate. If there are multiple conference rates, only the lowest rate is allowed. For non-conference travel, hotel rates must be within the CONUS limits. Always ask if the hotel has a government rate when booking hotel rooms.

Meals: Reimbursement for meals is at the per diem rates and do not require receipts. Per diem rates vary by city.

Airlines: Tickets can be charged directly to the Travel PO number (available from the Business Officer) when booked through the University's travel agent – Travelennium (678-3204 or 678-3321). If charged through Travelennium, you must submit a copy of the itinerary with the claim. Reimbursement for all other airline tickets occurs after completion of travel and must include an official receipt showing the method of payment.



Websites: Internet travel sites such as Expedia, Travelocity or Kayak can be utilized to purchase single travel services such as an airline ticket. Internet travel sites cannot be used to purchase a package of more than one travel service.

Purchases of travel packages that combine services such as lodging, airline, or vehicle rentals are not allowed. These package deals do not usually provide sufficient itemized pricing for each service purchased and therefore do not allow for proper comparison to CONUS or conference rates as required by policy.

<http://umwa.memphis.edu/umpolicies/UM1309.htm>

Mileage: The official mileage between Memphis and the destination at the prevailing mileage rate is the basis for reimbursement for use of a personal automobile. The Accounting Office has a list of city distances; if the location is not specifically listed, you will need to provide a Google Maps or MapQuest printout to show the actual distance.

Car Rental: Reimbursement for car rental and related fuel charges requires official receipts. Whenever possible, refuel the car before return. The State's self-insurance covers damage to a rental car, so separate charges for insurance for the car rental are not reimbursable.

Conference Fees: With enough advance notice (minimum 30 days before the check needs to be mailed), the Business Officer can request the issuance of a University check against the Travel Purchase Order to pay for conference fees. Otherwise, you must pay the conference fee yourself and submit it with the travel claim for reimbursement. An official receipt from the conference is required for reimbursement.

OTHER BUSINESS MATTERS

SIGNED CONTRACTS / AGREEMENTS

Contracts or Agreements that require a signed University approved agreement, regardless of the dollar amount, must be submitted to Procurement and Contract Services for review and approval. No Employee in the School of Music is authorized to sign any agreement on behalf of the University.

Examples:

- *Rental of music through companies such as Boosey and Hawkes.*
- *Commissioning agreements*
- *Facilities Use Agreements (such as Christ United Methodist Church or GPAC)*

Processing lead time requirements:

- Any type of agreement that requires a University signature must be routed through the Business Office with a minimum of **thirty (30)** days to review and obtain all required signatures.
- Any items that require the Dean's review and signature should be routed through the Business Office with a minimum of **ten (10)** business days for review and to obtain required signature(s).
- Any items that require the Director's review and signature should be routed through the Business Office with a minimum of **five (5)** business days for review and to obtain required signature(s).
- Any items that require the Business Officer's review and signature should be routed through the Business Office with a minimum of **two (2)** business days for review and signature.
- Every effort will be made to expedite all requests, but same day review/processing cannot be guaranteed.

University purchasing cards (P-cards) may not be used for any purchases (typically online) that require you to authorize that you "agree to terms and conditions."

See appendix for list of impermissible clauses for any university contracts or agreements.

BUSINESS OFFICE ANNUAL CALENDAR

The following calendar is a general idea of dates/deadlines affecting the Business Office. Exact dates may be adjusted based on holidays/weekends in the calendar.

SEPTEMBER 1	Deadline to submit travel request (online via faculty resources) for priority consideration
OCTOBER 15	Tentative date for faculty to be notified of approved travel funding (pending POET's Tax availability)
MAY 15	All area budget requests (festivals/recruitment events, academic areas, specialized funding) are due to the Business Officer for consideration in the next fiscal year budget. If Director review is required prior to submission to the Business Office, please submit to the Director no later than MAY 1. Otherwise, the Business Officer will incorporate all requests into the master budget for review by the Director of the School.
MAY 15	Last day to submit any type of reimbursement or payment request for current year processing, unless prior arrangements have been made. Invoices or payment requests submitted after May 15 may not be processed until the following Fiscal Year (July). For any travel that concludes after May 15, all receipts must be turned in within 3 business days after the trip concludes. If you will not be returning to Memphis immediately after your travel, please make arrangements with the Business Officer prior to your departure to complete paperwork; receipts may be sent in via email.
JUNE 1	TENTATIVE date for future year budget to be set; this date is contingent upon all sources of funding being available prior to this date (student activity fee allocation, graduate assistant budgets, base budgets, UMF Support, etc.)

MARKETING REQUESTS

Responsibility for Advertising and Publicity

Due to copyright issues, agreements with donors, and the desire to maintain a consistent, high-quality image for the School of Music:

- All printed, broadcast and web-based advertisement materials for performances, festivals, events and other School activities are the responsibility of the Marketing and Communications Manager. Do not design, produce or publish advertisement materials without the express consent of the Marketing and Communications Manager. Make requests for these materials based on time guidelines noted below.
- All forms of publicity are the responsibility of the Marketing and Communications Manager. Do not contact members of the media without the express consent of the Manager or the Director of the School. If possible, delay responses to media requests or questions until you have contacted the Manager or Director. Make all requests for press releases, interviews, etc. to the Manager.

Printed Materials (Posters, Postcards, Flyers, Etc.)

- For quantities under 200, submit requests 4 weeks prior to date needed
- For quantities over 200, submit requests 6 weeks prior to date needed. Please note that for quantities over 200, the faculty member should ask the Marketing and Communications Manager to supply a cost estimate and then submit it to the Director using the “Special Funding Request” form available in the office. Once approved, the project can commence.
- Please supply all information, copy, photos and specifications at the time of the request.
- The Marketing and Communications Manager will submit all materials to you for proofing and approval. A signed copy of the item is required to authorize printing. Once signed, no revisions will be possible.

School of Music Website

- Information on the website will be updated each summer. You will receive an email in the spring asking you to submit revisions and requests for additions.

Fall and Spring Calendars

- *All date and space reservations, or changes to reservations, are to be made with the Scheduling Coordinator.* The Marketing and Communications Manager does not reserve dates or space. The Marketing and Communications Manager must have time and date confirmation from the Scheduling Coordinator before publicizing any performance.
- Only dates and revisions reserved and confirmed with the Scheduling Coordinator by the following due dates will appear on the calendar:

Fall Calendar: **April 5**

Spring Calendar: **October 15**

Mailing Labels

- Mailing labels may be produced for band directors, choral directors, orchestra directors and jazz band directors in TN, AR, MS and VA and for any grouping of prospective students on Filemaker. Talk with Kay at least two weeks prior to in hand delivery date. If mail is to be processed by the Marketing and Communications Manager, her deadlines are our deadlines.

ASSISTING STUDENTS

Audition Days

2014-2015: December 6, February 7, February 12, February 21, and February 28.

Advising Timetable and Goals

Each semester, undergraduate students should make an appointment with advisors within the two weeks prior to registration opening day. Admissions staff provides advisors with copies of each student's last advising worksheet and the last updated Four Year Plan. After advisement, faculty should return materials provided, a copy of the next semester's advising worksheet, and a copy of the student's updated Four Year Plan to Room 125. An admission goal is "to get them in," an advising goal is "to get them out".

Setting Advising Alternate PINS

Steps

1. Access the Spectrum Portal.
2. Log in using your UUID and password.
3. Select "**Faculty**" tab.
4. In the "**Advising Forms**" channel, select "**Alternate Pin**".
5. Click on the drop down menu beside the "**From Term**" box, scroll through and select the appropriate term from the Term Code Validation box. Click ok.
6. Tab to **ID**, and type the student's "**U**" **ID number**.
7. Click on the **Block** drop down menu, and choose **Next**.
8. If the **Process Name** field in the lower block is blank, skip to step 10.
9. If the **Term Code** is entered in the lower block, and **TREG** is in the **Process Name** field, go to **Record** at the top of the form, and choose **Remove** from the drop down menu. (Or press **Shift/F6**.)

NOTE: TREG in Process Name field is what prevents a student from registering. If the student has already registered for a semester, do NOT reset the alternative pin to TREG or the student will not be able to drop classes during the period when this is allowed

10. Put your cursor in the **Term Code** field, and type the appropriate term code (e.g., Fall 2007 is 200780).

11. Tab to the **Process Name** field, and type **C** (for cleared). This form is not case sensitive.

12. Tab to the **Alternate PIN** field, and type **your initials**.

NOTE: All 3 fields highlighted of the SPAAPIN form must be set as indicated above or the student will not be able to register.

13. Save by clicking on the **disc icon** at the top left of the toolbar or by pressing **F10**.

14. Look for the message in the bottom left corner after saving: **Transaction complete**. The form will warn you if you attempt to exit without saving.

15. To set the pin for another student, click the **Rollback** icon on the toolbar and enter a new ID. It can be typed right over the old one, or you can delete the one that is there to clear the field.

16. To exit, click on **“Return to Employee or Faculty”** tab to return to the portal.

Resetting Advising Alternative PINS

CAUTION: Do NOT reset the PIN if the student has already registered for the term. The student will be prevented from dropping/adding and may need to withdraw.

In the event that you need to reset the PIN to prevent a student from registering, use the following steps on SPAAPIN:

1. In the **“From Term”** box, type the appropriate term.

2. Tab to **ID**, and type the student’s **ID number**.

3. Click on the **Block** drop down menu, and choose **Next**.

4. Go to **Record** at the top of the form, and choose **Remove** from the drop down menu (Or press **Shift/F6**).

5. In the lower box, in the Term Code field, type the appropriate term.

6. Tab to the **Process Name** field, and type **TREG**

7. Tab to the **Alternate Pin** field, and type **111111**.

8. Save by clicking on the **disc icon** or pressing **F10**.

Procedures for Issuing Permits In Banner SFASRPO

*Note: There are three permits that can be issued: 1)Closed Class – overrides a closed class
2)Department Approval – overrides prerequisite, co-requisite, links, special approval, college, class, program, and major 3)Time Conflict – overrides special approval.*

Steps

1. Access the Spectrum Portal.
2. Select **Faculty** tab.
3. In the “**Advising Forms**” channel, select “**Student Registration Permit Override.**”
4. Enter student’s **SSN**, which should bring in student’s name. Please write down the student ID number, beginning with “U”, which replaces the SSN. This is the number you will use to access the student’s records. (If you do not know the student’s SSN, you may enter the student’s last name, a comma, and the first name (e.g.: Smith, Aaron). A search box will appear, and you can click the arrow to the right of “Search Results” to scroll through the choices and find your student. Click on the student’s name.)
5. Enter Term, which is **201480** for this fall.
6. Go to **Block** on toolbar. Select **Next** from the pull down menu. (Or press **Control/Page Down**).
7. In the **Student Permits and Overrides** block, put cursor in the Permit field and pull down the arrow for permit option.
8. Double-click on the appropriate permit.

IF CRN IS KNOWN:

9. **Tab** to **CRN**. If the CRN, enter it. This will automatically fill in the other fields. Verify that the correct course and section are displayed. (If CRN is not known, skip to “IF CRN IS NOT KNOWN” below.)
10. Click on the **SAVE** icon (diskette) (or press **F10**). Check the bottom left of the screen to see “**Transaction Complete.**”
11. To enter another permit, click on the **ROLLBACK** arrow and enter a new ID. It can be typed right over the old one, or you can delete the one that is there to clear the field. To exit, click on “**Return to Employee or Faculty**” tab to return to the portal.

IF CRN IS NOT KNOWN:

12. If the CRN is not known, **tab** to **Subject**. Enter Subject Area (e.g. ENGL).
13. **Tab** to **Course**. Enter course number.
14. **Tab** to **Section**. Pull down arrow. When **SFQSECM** form comes up, press **F8**. This brings up all sections for this course. If there are more than 3 sections to this course, use the Scroll Bar on the right to view all the sections. Information such as Available Seats for each section is displayed.

15. Put cursor on the selected section and **Double-click** to select the section. This will automatically enter the section information to the permit, and bring you back to SFASRPO.

16. Click on the **SAVE** icon (diskette) (or press **F10**). Check the bottom left of the screen to see **“Transaction Complete.”**

17. To enter another permit, click on the **ROLLBACK** arrow and enter a new ID. It can be typed right over the old one, or you can delete the one that is there to clear the field.

18. To exit, click on **“Return to Employee or Faculty”** tab to return to the portal.

CAUTION

- If you omit **Section** number on a DEPT APPR permit, you have given the student permission to register for any section of this course as long as the class is not full
- If you omit **Section** number on a CLOSED permit, you have given the student permission to register for any section of this course even if the class is full, as long as the student satisfies prerequisite, co-requisite, etc.
- If you enter a **Section** number and want to override the capacity of a class, as well as prerequisite, co-requisite, etc. as in the Departmental Approval permit, then you will need to issue 2 permits, CLOSED and DEPT APPR. Please note that these 2 permits together will override everything, including capacity for a class no matter if seats are available or not. Please keep in mind that there might not be enough chairs in the room.

Procedures to Remove Permits in Banner

Steps

1. Repeat steps 4, 5, 6, and 7 in the Procedures to Issue Permits in Banner.

2 In the **Student Permits and Overrides** block, put cursor in the **Permit** field. This will highlight the entire line.

3. On toolbar, select **Record**. From the options, select Remove (Or press **Shift/F6**).

4. Click on the **SAVE** icon (diskette) (or press **F10**). Check the bottom left of the screen to see **“Transaction Complete.”**

Scholarships

The Rudi E. Scheidt School of Music awards numerous talent-based performance scholarships each year to incoming freshmen. All music scholarship awards are based on a combination of talent level (as identified by audition), ensemble or studio needs, and available funds. Early application is strongly encouraged. School of Music scholarships are renewable for up to four years and require full-time enrollment during Fall and Spring semesters.

For priority consideration applicants seeking University of Memphis Academic Scholarships should be accepted by the University of Memphis by December. Students applying for School of Music scholarships are encouraged to apply to the School of Music by December 1, audition for the School of Music by the end of February, and be accepted by the University of Memphis before their audition day. Acceptance into the School of Music is contingent on acceptance by the University.

Mighty Sound of the South Scholarships

Mighty Sound of the South Scholarships are awarded to students for performance as Color guard members, Tigerette members, Marching Band Musicians, and Pep Band Musicians. Students are awarded varying amounts depending on type of assignment. Awards are for one semester and are renewable based on the needs of the band program. The award will be deposited into the student's account at the beginning of the semester. Please contact the Band Office at (901) 678-2263 for further information. No one may receive a School of Music Scholarship and a Mighty Sound of the South Scholarship in the same semester.

Out-of-State Fees Award for Outstanding Performance

For a limited number of students who audition and who are not residents of the State of Tennessee, the School of Music may award the out-of-state portion of enrollment fees.

Renewal of scholarships is based on a number of criteria including fulfilling assigned ensemble requirements, maintaining progress toward a degree, and maintaining a GPA of 2.5. All awards are subject to reduction based on state appropriation of scholarship funding.

For information on other University of Memphis Scholarships see
<http://www.memphis.edu/scholarships>

Tennessee residents are encouraged to read about the Tennessee Education Lottery Scholarship Program (HOPE Scholarships). Go to <http://www.tn.gov/CollegePays>

Students who reside in Tate, Marshall, Desoto, Tunica and Crittenden counties may be eligible for Border County Tuition Waivers; see http://www.memphis.edu/admissions/border_academics.php

Out-of-state students should review Academic Common Market opportunities at:
<http://www.sreb.org/programs/acm/acmindex.asp>.

Undergraduate Scholarship Policy

All scholarships from the School of Music are awarded based on an audition/interview. All scholarships require that the student participate in assigned ensembles and/or perform designated duties as assigned in the scholarship letter of agreement.

There are three criteria for scholarship offers:

1. The talent level of the student
2. School of Music ensemble needs
3. Available funds

Scholarship Application and Awarding Procedure

- The student requests an audition application from the Admissions Coordinator.
- The student receives an application packet, which includes an admission application to the School of Music and audition and scholarship applications and directions.
- After returning all paperwork to the office of Admissions, including two letters of recommendation, the student is assigned an audition date and time.
- The student attends the audition, bringing with him/her the folder containing the applications and two letters of recommendation, which he/she retrieved upon registration the morning of the audition.

- The appropriate faculty members hear the audition and assign a Performance/Scholarship rating of **Outstanding, Excellent, Good, Marching/Pep Band only, or Do Not Offer** on the last page of the audition form.
- The student's folder containing all forms and applications ultimately arrives in the office of the Admissions Coordinator.

At the end of the scholarship auditions, in late February or early March, faculty will receive the following lists, which must be completed and returned to the Business Officer:

- *A list of current students who are on scholarship.* For each student, the faculty member needs to determine if the student will be returning for the next academic year and recommend renewal or reduction/removal of each student's scholarship. If a student has already been on scholarship for four years, a renewal request must include a written justification from the faculty member explaining why the student is not ready to graduate and how much course work remains to be completed.
- *A list by studio/area of incoming students who have auditioned and requested consideration for scholarships.* This list must be ranked in priority order based on the talent levels of the students.

These lists of scholarship recommendations will be considered as the Director's office determines the needs of the School, based on input from ensemble directors and applied faculty.

Scholarship letters of award/letters of agreement are generated from the ranked lists and mailed to the students. The student has a deadline by which he/she must return the letter of agreement. Before the fall and spring semesters, funds are moved to each student's financial aid account.

Remember: Faculty should not tell prospective students that they are receiving a scholarship. Faculty members make scholarship *recommendations*.

At the beginning of April each year, students who are on scholarship must request renewal of their scholarship by filling out a Scholarship Renewal Request in the School of Music office. During the summer, renewal letters will be mailed to each student after probation/removal decisions have been made.

After grades are posted each semester, each scholarship student's transcript will be reviewed to ensure that they have met all scholarship requirements for the previous semester (number of hours, GPA, applied study grades, and ensemble grades). If the student is deficient in any area, a probation letter will be given to the student either by mail or through the applied teacher. Probation letters must be signed and returned to the School of Music office. If the student has already been on probation or if the deficiencies are serious, a decision will be made in consultation with the appropriate applied faculty member as to putting the student on probation or reducing/removing the scholarship. If a student is removed from scholarship and would like to appeal the decision, a written request including any relevant information pertinent to the case must be made by the student and given to the Assistant Director for Student Services. Appeals will be reviewed by an Appeals Committee consisting of the Director, the Assistant Director for Student Services and the Business Officer.

International Undergraduate Student Admission Guidelines

Deadlines for applying as an International student are as follows:

- May 1 for Fall
- September 15 for Spring
- February 1 for Summer

The following documents are required:

- International Application with \$50 application fee
- TOEFL score from applicants whose native language is not English
- All International applicants must have their foreign documents (high school and college transcripts) evaluated by World Education Services (<http://www.wes.org>). All U.S. credentials must be sent directly from the issuing institution to Office of Admissions, 101 Wilder Tower, Memphis, TN 38152-3520
- Educational Background Form
- Affidavit of Financial Support
- Entrance Examination Scores if Applicable (ACT/SAT)

For more information, please contact the Office of Admissions at (901) 678-2111.

Graduate Assistantships

Graduate assistantships are available for master's and doctoral students, and are offered as a "full assistantship" or a "half assistantship". Stipends are quoted in annual amounts and are paid over 8 months (September through December for fall semesters and January through April for Spring semesters).

Master's students on a full assistantship receive a stipend of \$6,000 and a full tuition scholarship up to ten credit hours per semester. Master's students on a half assistantship receive a stipend of \$3,000 and a tuition scholarship for 50% of the tuition and fees for up to ten credit hours per semester. Doctoral students on a full assistantship receive a stipend of \$7,000 and a full tuition scholarship up to twelve credit hours per semester. Doctoral students on a half assistantship receive a \$3,500 stipend and a tuition scholarship for 50% of the tuition and fees for up to twelve credit hours per semester. Exceptions to the maximum tuition amounts may be approved by the Director of the School.

Graduate assistants teach undergraduate classes, perform in ensembles, and/or have other responsibilities that are determined by the needs of the School. Under no circumstances may a graduate assistant's responsibilities exceed 20 hours per week. The deadline for applications and have all other materials submitted to the School of Music (including audition) is March 1. For more information, contact Joyce Gordon at mjgordon@memphis.edu, or in room 121B.

Rudi E. Scheidt School of Music Ambassadors

The Rudi E. Scheidt School of Music Ambassadors are Music School majors and minors who have been recognized by faculty as outstanding school representatives. Ambassadors represent the school at various recruitment and development activities including exhibitions, festivals and events. They also participate in recruiting email and telemarketing campaigns.

Recital Fees

There is a recital fee of \$50 charged to students who register for recital. This fee applies to all student recitals, regardless of venue or services declined. Please finalize all recital arrangements at least 10 days prior to the recital (earlier is strongly recommended) with the office of Facilities and Performance Management. The recital fee will also be charged to students who use School of Music facilities for non-degree recitals.

Student Concert Attendance Information

Students are required to attend an established number of performances as part of their degree plan. Music majors in Performance and Music Ed need 100 recital credits. Music Industry majors need 50 recital credits and Music minors are required to accumulate 25 recital credits. Records of this attendance will be

kept in Room 123 (Main Office). Should you or one of your students need updated information on the number of concerts attended by a student, please see Mrs. Mueller in the main office.

Instruments, Lockers, Keys

The form used for the checkout of School of Music Instruments, Lockers, Keys (only those available to students such as practice room keys), and any other item of property or equipment that students may need for their studies at the School of Music is available in Room 130. Any students needing to check out these items should do so in Room 130. This process will happen the week before school begins and throughout the first week or so of classes. Students will receive an email and hours will be posted on the Box Office door. All records for items checked will be kept in Room 130. All items must be re-checked each Academic semester. Keys may be checked out over the summer as well if desired. For summer keys or at times of the year when the box office is not manned they can inquire in Rm. 127 or in the main office, Rm. 123. No tolerance will be allowed for items not returned by the listed deadlines for each term. Fees will be assessed with no refunds if items are not returned. If you are interested in blank forms to give to your students, they will be available online and in Room 130. Please go to the office of Facilities and Performance Management with questions.

OTHER INFORMATION

"A faculty member who must be absent from a class for any reason is responsible for seeing that the class receives instruction. For an anticipated absence the faculty member will propose a plan to the department chair, who will notify the college dean. If the absence is unanticipated, the chair will make emergency arrangements and notify the college dean as soon as practicable. For a prolonged absence necessitating the employment of a substitute teacher, the faculty member and department chair must make arrangements with the college dean and the provost."

University Faculty Handbook

Report of Absence Forms:

Faculty members on a nine-month contract accrue sick leave but do not accrue annual leave. Full-time faculty members earn sick leave at the rate of 7.5 hours per month for the nine month academic year, and up to 22.5 hours (3 days) of sick leave for full-time employment throughout summer sessions. In the case of illness, all accrued sick leave hours must be used before a leave of absence without pay will be considered. Sick leave usage should be reported to the Business Officer or the Director of the School at the end of the month in which it is taken for proper reporting to the University. See [UM1544 - Sick Leave and Bereavement Leave](#) for more information.

If you will be away from campus during your contract period, the Dean's Office requires advance notice of your absence as well as your plans for making up the missed time. Complete the Absence Form (available on the Faculty Resources section of the School of Music website) as soon as you are aware of any time that you will be away. This is required for **any** absences during your contract period.

Accessing Benefits, Direct Deposit and Pay Stub Information

You can access employment details such as benefits, direct deposit and pay stub information, through the Spectrum portal. All current faculty, staff, and students can access the spectrum portal using the same username and password used for accessing University email and the [iAM](#) (identity management website). For account information, contact the ITD Helpdesk (901) 678-8888. After accessing the spectrum portal, click on the Employee tab. Under the Employee tab you will find a channel called Employee details that contains benefits, direct deposit and pay stub information. If you have any problems or questions about accessing this information, please contact the Administrative Associate for the School of Music.

Student Evaluation of Teaching Effectiveness

SETE forms provide an opportunity for students to evaluate all of their courses and instructors. The results of the SETE are an important tool used by the Director and the Dean to evaluate the teaching ability of a faculty member, and they are part of the promotion and tenure review process. Every faculty member and teaching assistant must be evaluated.

Students now complete SETE evaluations online via the University of Memphis portal at <http://spectrum.memphis.edu>. To access forms, students should log into Spectrum and click on the gray “Courses” tab. The “SETE Course Evaluations” channel (rectangular information/navigation box) is located on the Courses page. Students have access to the site for three weeks prior to the end of the semester. In every case, the site closes the day before finals are scheduled.

Faculty Evaluations

The Tennessee Board of Regents requires that department chairs and directors evaluate the faculty in their departments annually and that the results of these evaluations be used as a basis for decisions relating to tenure, promotion, recommendations for salary increases and other personnel actions, including decisions regarding renewal of tenure-track appointments. The annual review process is conducted in January and February and consists of two parts: 1) a review of the faculty member’s accomplishments during the prior calendar year, using the previously agreed upon plan of activities for that year as the basis of the review, and 2) establishing a plan of activities for the next year, or for a longer period when appropriate. The review will consider the faculty member’s performance in all areas that further the mission of the University, including teaching and advising, research and other scholarly or creative activity, public and university service. For more information, see the *University Faculty Handbook* (available online at <http://www.memphis.edu/facultyhandbook>).

Tenure and Promotion

The University’s guidelines for tenure and promotion are available in the *University Faculty Handbook*, accessed from the Provost’s website. You can access all of the necessary information, including procedures and forms, through this site. School of Music Promotion and Tenure Handbook is available online.

Important Dates

All faculty members in the School of Music who will be considered for promotion and tenure during the current academic year must submit all materials no later than the day after Labor Day in the fall semester. Additional materials may not be submitted after this date. Once submitted, materials will no longer be available to the candidate until the end of the promotion and tenure review period. School of Music faculty members who plan to apply for tenure and/or promotion during the next academic year, must notify the Director of those intentions no later than February 15.

All School of Music faculty who are to be considered for promotion and tenure during the next academic year must submit list of six recommended external reviewers, six copies of external review materials, and the main notebook no later than the first business day in April. The main notebook will be returned no later than April 15 for further development.

Office Supplies

General office supplies are stored in Room 123A. Please give your request for supplies you need directly to the main office so they can be ordered.

School of Music Website

The School of Music’s website, maintained by Carol Morse, is located at <http://memphis.edu/music>

Helpful Web Addresses

All of these sites can be accessed from the University's homepage if you know how to find them. Some useful direct addresses are listed below:

The University's homepage:	http://www.memphis.edu
The School of Music's homepage:	http://www.memphis.edu/music
The Provost	http://www.memphis.edu/provost/
Tenure and Promotion	http://www.memphis.edu/facres/tandp.php
Business and Finance Forms	http://www.memphis.edu/bfss/
The U of M Libraries	http://www.memphis.edu/libraries/
Faculty Handbook	http://www.memphis.edu/facres/faculty_handbook.php
Policies and Procedures	http://policies.memphis.edu/

The School of Music Theory Tutors Program

How to get a tutor: Either a faculty member or a student should contact Dr. Michelle Vigneau at 678-3018 or mvigneau@memphis.edu.

Cost: There will be no cost to the theory student; the cost will be covered by the School of Music. The GA will be paid \$10.00 an hour for tutoring

How often and the number of sessions will be determined by discussions between the student and the tutor assigned.



PERSONAL CONTACT INFORMATION

Last Name _____ First Name _____ Middle Initial _____

Phone 1 _____ Local Address _____

Phone 2 _____

Phone 3 _____ Permanent Address _____

Email _____

MUSICAL INSTRUMENT AND EQUIPMENT LOAN CONTRACT

ITEM _____ Manufacturer _____

Serial # _____ Model # _____

Building Location _____ Locker # _____ Condition _____

Prior Damage (please note any damage noticed prior to checkout)

In accepting this instrument from The University of Memphis Rudi E. Scheidt School of Music, I agree to the requirements and conditions listed on this Musical Instrument and Equipment Loan Contract. I accept full responsibility for safekeeping of the item loaned to me. I agree to be held liable for the loss, theft or damage of the item while it is loaned to me. I understand that I will not be eligible to receive grades, transcripts or registration privileges until charges assessed to me are paid. I agree to store the loaned item in its assigned space when it is not in use. I agree to not loan the item to a third party. I agree to not use the loaned item for monetary gain. I agree to return the instrument at the end of the semester or by 11:00am the Monday after commencement of the semester in which it was loaned.

I agree to notify the Music Facilities and Performance Manager of change in my permanent address and/or student or staff status. I will also notify the Music Facilities and Performance Manager of any change in the condition of the loaned item. I agree that the value of the loaned item is designated at the cost of a new replacement of equal or greater quality. I agree to not use the item's assigned space for storage of any other musical instrument or valuable personal property.

Signature _____ Date _____

Return Signature _____ Date _____

Damage Report (please note any damage incurred)

SCHOOL OF MUSIC KEY CHECKOUT FORM

University Term / Semester _____ Key(s) _____

Faculty Approval (if required) _____ Receipt Presented _____

By completing this form and providing your signature below, you acknowledge that you have read **BOTH** the Practice Room Rules / Regulations Policy and the School of Music Key Checkout Policy. If you have not read either of these policies, please do so before committing your signature.

Signature _____ Date _____

Return Signature _____ Date _____